

COMMUNITY DEVELOPMENT SPECIALIST II

NATURE OF WORK

This is supervisory, consultative, and promotional work assisting local communities in various developmental programs.

Employees are responsible for supervising subordinate personnel engaged in assisting local officials and community leaders in mobilizing human, natural, and economic resources to achieve maximum development. Work involves coordinating the activities of subordinate personnel, consulting with local leaders to acquaint them with the various aspects of federal and state programs, and attending meetings, seminars, and conferences to attain knowledge relative to community development programs. Work includes contact with officials and staff personnel at the state level, as required, in the analysis of proposed and on-going programs. Work is performed independently under general supervision of a Program Development Coordinator or other administrative superior and is reviewed through periodic reports, conferences, and evaluation of results achieved.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and schedules work of subordinate employees in contacting local governments to identify problems and collect and disseminate information of value to solution.

Makes arrangements for conferences and workshops to be conducted jointly with state agencies, and other public and private groups for the purpose of finding solutions for problems confronting local government.

Reviews project proposals from local jurisdictions where special problems exist.

Coordinates in conjunction with other staff members, technical assistance and training.

Promotes through the use of subordinate personnel and through personal visits to municipal and county governments, the urban information center which contains information useful in helping municipalities and county governments identify and resolve problem.

Serves as Project Director on safety projects conducted in state agencies and political subdivisions; develops projects to be included in state's annual and long-range safety programs.

Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and methods of community organization. Considerable knowledge of economic, social, and technological needs in various areas within the state and resources available to meet them. General knowledge of the principles and practices of public and business administration as they relate to economic development. General knowledge of various federal programs available to the state for economic development. Ability to organize and assist in the conduct of public meetings and conferences. Ability to speak effectively in public and to express ideas clearly in writing. Ability to analyze situations accurately and to adopt an effective course of action. Ability to establish and maintain effective relationships with interested organizations, agencies, and individuals.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Graduation from a four-year college or university with a degree in sociology, psychology, political science, business administration, or related field and four years experience in social work, public administration, or a field directly related to the specific program assignment, preferably including administrative or supervisory experience; or an equivalent combination of training and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.